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ABSTRACT

Step-by-step instructions for using the Appleworks word processing program are provided in this manual designed to introduce students at Saint Mary's University (Texas) to the use of word processing for writing papers in their courses. The five lessons cover the following topics: (1) facts about computers and the equipment needed to complete this module; (2) text entry and editing; (3) formatting and printing the text; (4) making major revisions; and (5) finishing touches such as underlining, indenting, superscripts, page breaks, and page numbering. It is noted that the university library makes this manual available to students, as well as the Appleworks software and the "Appleworks Reference Guide." (MES)

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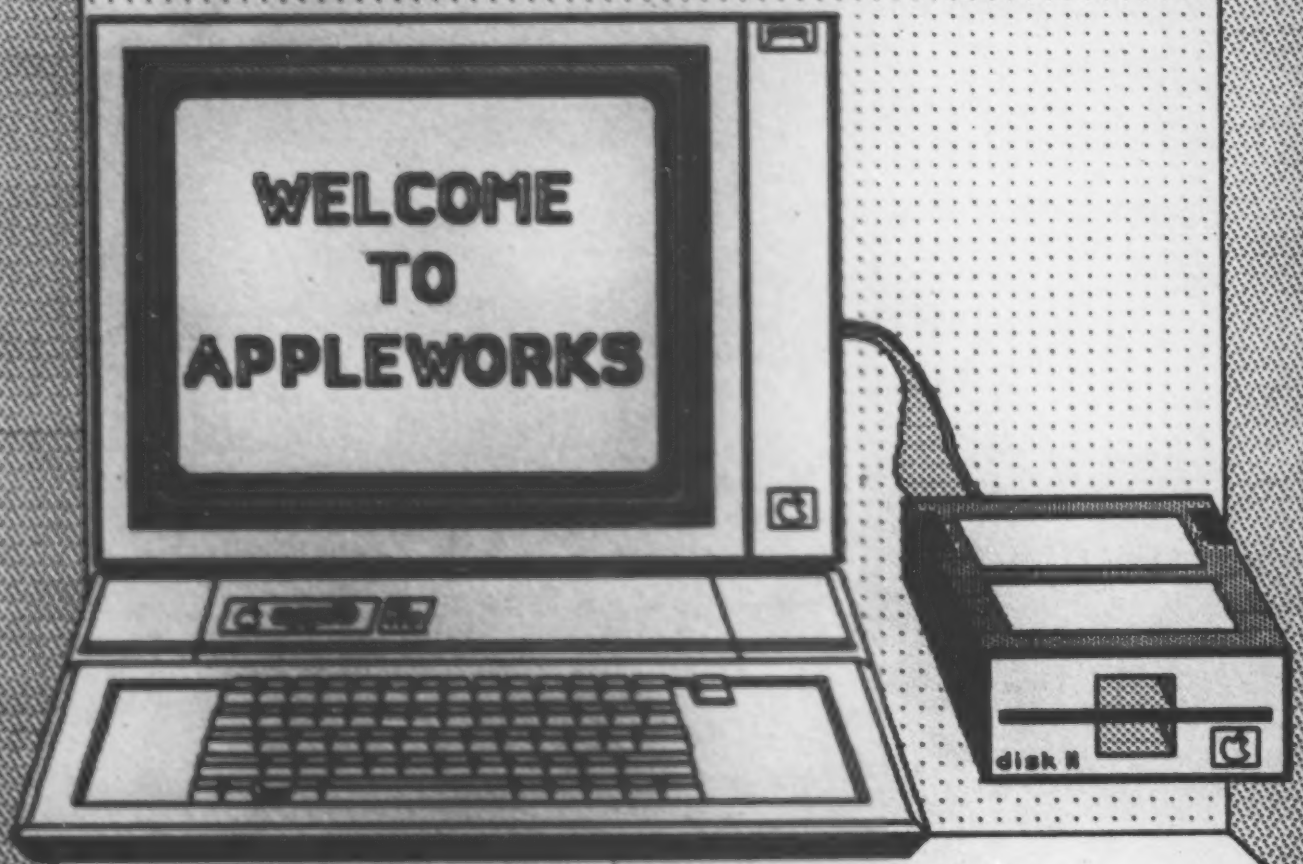
USING THE APPLEWORKS WORD PROCESSOR



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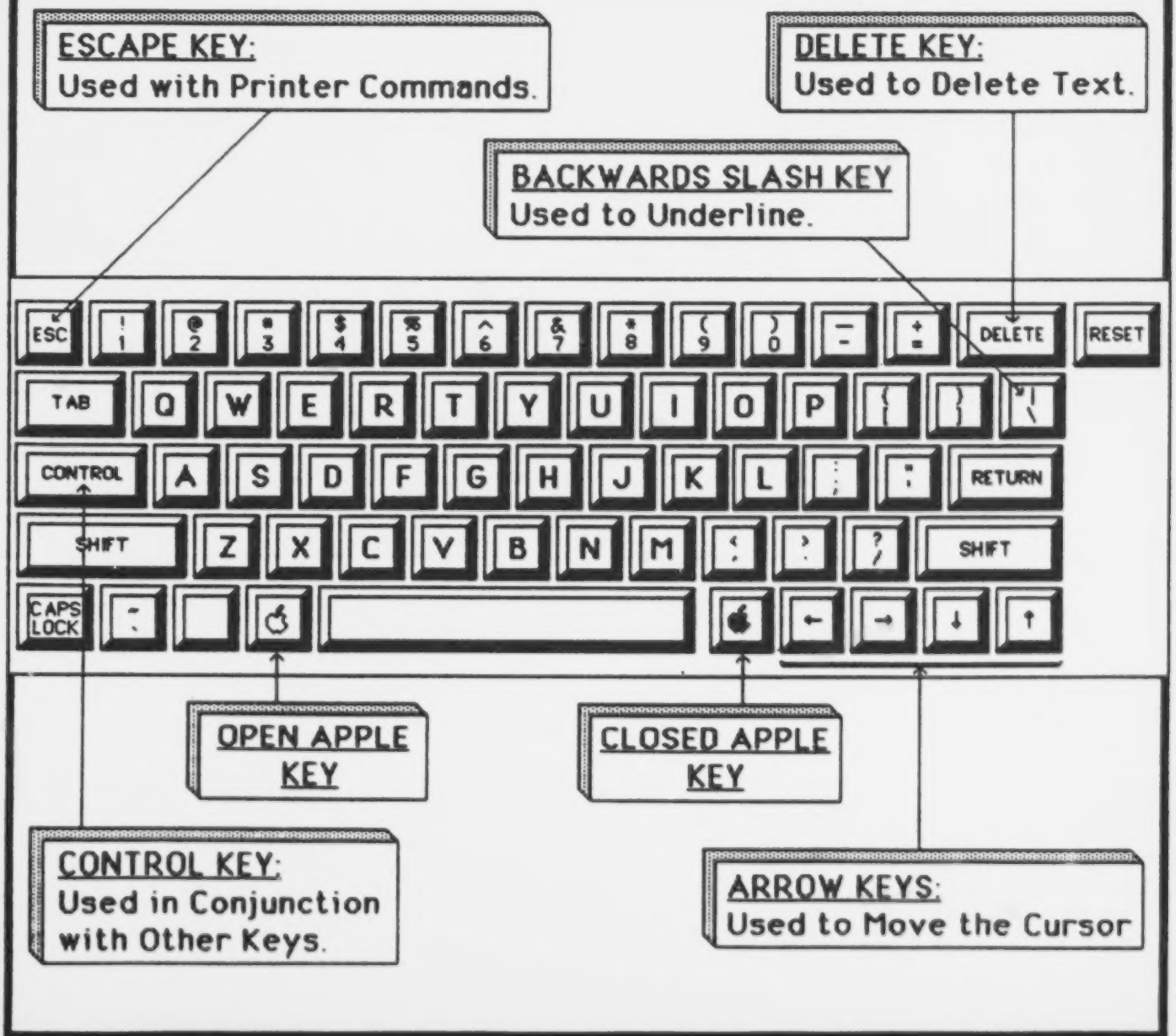

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USING THE APPLEWORKS WORD PROCESSOR

(A Self-Paced Manual)

by

Susan M. Hall

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INTRODUCTION

[If you have had experience with microcomputers, you may wish to skip this introduction and the first lesson.]

This booklet will help you learn word processing using the Appleworks word processing program. The word processor is just one part of this integrated program which also includes a spreadsheet and a database manager.

There are several reasons word processing should be useful to you in your academic career. First, and probably most importantly, a word processor allows you to add, change, and delete portions of your text without large amounts of retyping. You can even do this after you have printed out your paper and gotten feedback on it from others. Thus, it's a wonderful tool for anyone -- student or professional -- who will be polishing texts. Second, word processing makes it very easy to make small changes in your paper on the screen even before you print it out. Therefore, people who are poor typists can produce professional looking papers in a reasonable amount of time. Third, word processing gives you access to other tools which can improve your writing, such as spelling and style checkers.

As you work with this manual and the Appleworks program, it would be helpful if you kept two general principles in mind:

General Principle #1: Appleworks is a menu-driven program. That means that you get it to work for you by choosing one task from a whole list of jobs that it can do. Such a list is called a menu. This has two real advantages for people who don't want to spend a long time learning to use a computer. The first advantage is that you don't have to learn a lot of commands to communicate with the computer. Just first go to the menu and then pick the job you need done. You will use the two-step pattern repeatedly when word processing. The second advantage is that when you get confused you can always return to the main menu to start over. Just push the ESCAPE key (ESC) to return to the main menu and get your bearings again.

General Principle #2: Appleworks gives a user lots of prompts on the screen. Prompts are brief directions that show up on the screen (usually at the bottom). They are especially useful when doing a procedure that takes several steps. While the prompts are not detailed enough to explain a function, they are great for jogging your memory in the beginning. Even though they are not repeatedly mentioned in the detailed instructions that follow, don't ignore them. If you can get started with a complicated function, the prompts can often guide you through the rest of it.

LESSON 1

THINGS TO KNOW BEFORE YOU GET STARTED

[If you are familiar with the basics of microcomputers, you may wish to skip this lesson.]

In this lesson you will learn a few things about computers that should help you avoid making time-consuming mistakes when you are actually word-processing. It will also present the equipment you will need for word processing.

Facts about Computers

1. Despite many forces in our culture which encourage us to think of computers as "smart," it's more helpful to think of a computer as a strong but dumb slave.

A computer can store many facts, and it can perform many operations on the data quite quickly. Thus, it is strong. However, it is also dumb. It can do none of this until you supply the data and the instructions. In word processing the data are the words in your text which you must type at the computer's keyboard. The instructions are the program, in this case Appleworks. It's also possible to give instructions directly to the computer using a language such as Basic. For people who are not professionals in the computer field this second approach is usually a poor one. The range of commercially available software (programs) is enormous; besides, these programs have a sophistication unattainable by all but the most talented professional programmers.

2. When using the Apple IIe system for word processing, you can give the computer information in two ways, through the keyboard and through the disk drive.

When you sit down at the computer and enter your paper or other instructions at the keyboard, you are entering information in this first, rather direct, way. When you use commercial software to arrange your paper on a page you will give information to the computer through the disk drive. The program will be stored on a 5 1/4" floppy disk. When you insert the disk into the disk drive, its read/write head will read the program and then send that information to the computer's memory (its central processing unit or CPU) for use.

3. The computer stores information in two ways, temporarily and permanently.

When you type your paper at the computer's keyboard, it is stored in the computer's memory. This is temporary storage; when you turn off the computer, the paper will be lost. You may also permanently store your paper (or just about any other data) on blank, floppy disks that you buy for just that purpose. This is permanent storage; your paper remains on the disk even after the computer is turned off. Sometimes people entering

a lot of data save their work to the disk every 15 to 20 minutes to avoid accidentally losing the data. Don't get confused and try to save your paper on the program disks. Sometimes this is impossible because a small metal tab covering the notch prevents you from writing on that disk. Other programs (such as Appleworks) can't be protected in this way, so when you write new information on the disk, you run the risk of wiping out the program.

4. The computer follows instructions in the order it receives them. This can occasionally cause problems for beginners. Let's look at a common example. Imagine that you've written a paper and told the computer to print it with a one inch margin at the top of the page. When you look at the printout, however, the paper has no top margin. This happened because you the text of the paper preceded the instruction to leave a one inch top margin. By the time the computer came to the instruction for the top margin, it had already printed the paper; it was too late to leave a top margin. When your printout doesn't look as you had anticipated, look at the order of your instructions to the computer.

Equipment Needed to Complete This Module:

1. An Apple IIe computer with dual disk drives. The University has such computers available for student use in the Apple Lab on the main floor of the Academic Library. Student Apple coaches are available to help you over thorny problems, but try learning with just this booklet. If you have an Apple IIe at home or in some other place, you can certainly use that.

2. A printer. These instructions assume you will be using one of the library's Epson FX80 printers. You can use other printers, but you may need to consult both your printer manual and the Appleworks Reference Guide in order to use that printer.

3. A copy of Appleworks. Students may check out a copy of the this software package for use in the Apple Lab at the library's Circulation Desk. You will need to use both Appleworks disks, the start-up and program disks. If you have an Apple at home and plan to work there most of the time, you may want to buy your own copy of Appleworks.

4. Two blank, 5 1/4" floppy disks. The second disk will be your back-up copy. You can buy any brand you want. Disks are available in the University Bookstore if you wish to buy them there.

LESSON 2

Starting Your First Paper

In this lesson you will learn enough about Appleworks to write the first draft of a paper at the keyboard, make very simple changes in your work, and then save your work on a disk so you can revise it at another session.

In this lesson you will learn to do the following tasks:

1. Turn on the computer and get the Appleworks program running. This is called "booting the program."

2. Format a blank disk.

3. Set up a file.

4. Select a mode.

5. Move the cursor one letter at a time and a word at a time.

6. Insert letters.

7. Delete letters.

8. Save your work on a disk.

9. Quit the program.

BOOTING THE PROGRAM

Before you can start writing, you'll need four disks -- the two blank ones you bought and the Appleworks start-up and program disks. You check out the Appleworks disks from the Circulation Desk in the Academic Library. Be careful with the disks; unlike the computer itself, the are quite fragile. Keep them in their envelopes when you are not using them. Don't fold them, spill coffee on them, set them on top of the monitor or scratch them. When you write on their labels always use a felt tip pen, never a ball point or a pencil. There are other ways to destroy a disk, but you probably have the idea.

1. Sit down at one of the computers. Find disk drive #1 and open the small door in the drive if it's closed. Take the Appleworks start-up disk out of its envelope. Hold the disk between your thumb and forefinger with the label facing the ceiling.

2. Slide the disk into the disk drive and close the door.

3. Next, turn on the monitor (the TV); the switch is at the top.

4. Then turn on the computer itself, by reaching to the rear left side and flipping the switch. In a second or two you should hear some machine-like noises and then see a message on the screen.

5. Just as the message tells you, remove the disk from the disk drive and replace it with the Appleworks program disk. Don't forget to close the door to the drive. Press the return key and you will have booted up Appleworks.

FORMATTING YOUR DISKS

When you format or initialize a blank disk, you ask the computer to treat it so it can be read by the brand of computer you are using. That's why you don't need to buy a special brand of disk for each computer.

Remember. Format only a blank disk, and format it only the first time you use it. If you format a disk containing information (say, for example, the data disk where all of your papers are stored) you will destroy the information on that disk. In this exercise, you will format the blank disks you have already purchased. **DO NOT** try to format either of the Appleworks disks.

Here are the steps for formatting your disks:

1. Get the main menu on the screen by pushing the RETURN key.

2. Look at the upper left corner of your screen; you should see the message "Disk: Drive 2." If you see this message, skip ahead to instruction #3. If you see "Disk: Drive 1" instead, follow these extra instructions or ask the Apple coach for help:

A. From the options on the main menu, choose the fifth option, "Other Activities."

B. From the Other Activities Menu, select the first option, "Change Current Disk Drive."

C. When the next screen appears, select drive #2.

D. Escape to the Other Activities Menu, by pressing the ESC key, and skip down to instruction #4 below.

3. From the six options presented on the menu, choose #5, "Other Activities." In this program you will always choose an option by moving the band of highlighting on the screen to overlay your preferred choice. Use the up and down arrow keys found on the lower right hand corner of the keyboard to move the band of highlighting. Once you've highlighted your choice, push RETURN.

4. Now you will see a second page of the menu which again lists possible activities. Choose #5, "Formatting a blank disk," using the same highlighting procedure you learned in instruction #3.

5. After you press RETURN, you will see a message on the screen asking you to name your disk. Following the guidelines on the screen, name your disk.

6. You should now see a message on the screen advising you to put your blank disk in drive #2. Do so now.

7. Push the space bar to begin formatting.

8. At this point, the computer will take over. You'll hear machine noises and see a message on the screen that your disk is being formatted. Once the task is complete, you will see a second message advising you that the formatting was successful.

9. Repeat the entire formatting process with the second blank disk. Use the ESCAPE key (ESC) to return to the main menu and then begin again with step #2 in the formatting process.

ADDING A FILE TO THE DESKTOP

In Appleworks, each individual project is called a file; for instance, each paper you write for your class will be a separate file. This program uses the phrase "adding a file to the desktop" to mean putting a piece of work in the computer's memory and on the screen where you have access to it. Since you have not written anything at the computer yet, you will have to create a file from scratch.

1. Each time you wish to take up a new activity using Appleworks, you must return to the main menu. Push the ESCAPE key (ESC) until you return to the main menu.

2. Just as it did before, the main menu offers six activities. You wish to select activity #1, "Adding files to the desktop." Just press RETURN since the appropriate choice is already highlighted.

3. You've now moved to the second page of the menu. Notice that the computer is asking you where it should get the file that you want on the desktop. Clearly you must choose the third option, creating a new file for the word processor. Use the arrow keys to highlight that choice and then push RETURN.

4. Now you're on the third page of the menu. Choose the first option, starting from scratch. Since it's already highlighted, simply press RETURN.

5. You also need to name your new file now. There are precise guidelines for file names which you can look up in the Appleworks Reference Manual if you wish. However, that's not really necessary. Just keep your title short (15 characters or less) and stick to letters and numbers (avoid special characters and punctuation). If you accidentally violate one of the guidelines for a file name, the computer will beep at you and correct you. Once you've typed in your file name, push RETURN.

The blank screen you are looking at now is the electronic equivalent of a blank sheet of paper. It's there for you to write on. Before you begin to type, there are a few special keys and functions that you'll need to understand. We'll look at those one at a time.

MOVING THE CURSOR A LETTER AT A TIME

If you look closely at your blank screen, you'll see a short blinking line. That's the cursor. It tells you where the next character you type will appear on the screen (and later on your page). The four arrow keys at the bottom, right corner of the keyboard control the cursor's movement. Type the letter "t" and notice where it appears on the screen. Now push the right arrow key a few times, watching the cursor move as you do. Type another "t" and, as you see, it's several spaces to the right of the first one. Now push the down arrow key and type yet another "t." As you probably anticipated, this third "t" is one line below the previous one. The left and up arrow keys work in the same way. Take a few minutes now to play with the arrow keys and get comfortable moving the cursor.

MOVING THE CURSOR ONE WORD AT A TIME

You should be feeling pretty comfortable by now with moving the cursor one letter at a time. It's time now to learn to move the cursor one word at a time, but that will take a greater investment on your part. Move the cursor down to a new line and type a sentence of your own. Any old sentence will do. How about one about using this computer?

Now that your sentence is typed, you can learn to use the OPEN APPLE key. It's on the bottom row, the third key from the left. Depress the OPEN APPLE key and at the same time press the left arrow. As you see, the cursor moves one word to the left. Be careful. If you keep both keys continually depressed, the cursor flies across the screen. In most situations you will want to keep your finger on the OPEN APPLE key, but just press up and down on the arrow key.

You can use the OPEN APPLE key and the right arrow key to move the cursor to the right, one word at a time. The OPEN APPLE key used together with the up arrow will move the cursor to the top of the screen; use it with the down arrow key to move to the bottom of thes creen. As you can see, these procedures move the cursor much faster than the letter by letter method.

INSERTING LETTERS

One benefit of being able to move the cursor so easily, whether one letter at a time or one word, is that it's easy to add words, phrases, or even longer passages to your text without retyping the original work. Let's try that now.

Move the cursor down to a new line and type this sentence: "This is a computer." As you can see, this boring sentence could use some help. One quick improvement would be adding an adjective. Think of a word to describe the computer and insert it into the sentence. Just move the cursor so it's under the "c" in "computer" and type in your adjective; add a space after it, too. Pretty simple, isn't it?

You're not limited to adding single words to your text. You can add as little as a single letter or as much as many sentences.

DELETING LETTERS

From time to time you'll change your mind or make a mistake as you write. Word processing makes it easy to erase typos or less than brilliant thoughts. Look at the sentence below; as you see, it has spelling errors.

Word processing is eazy too learn.

Let's correct the spelling of "too" first. Use the arrow keys to position the cursor under the second "o," and then push the delete key. "Too" just became "to" at the touch of a key.

Notice that you must position the cursor one character to the right of whatever you delete. Try the same procedure to correct "eazy." Position the cursor under the "y," push DELETE to erase the letter "z," and then insert an "s" to complete the correction.

Here's one more example for you to work on yourself. Imagine that you wrote the sentence, "This is a powerful computer," but decided you didn't like it. Instead, you want to write "This powerful computer works for me." Type in the sample sentence below and get started with your revision. Work step by step using both deletion and insertion; don't just delete the entire sentence and type in the improved version.

This is a powerful computer.

UNDERSTANDING WORD WRAP AROUND

Normally, when you type must hit the carriage return at the end of every line. That's not the case with word processing. The computer will automatically arrange your text to stay within the margins. This capability is called "word wrap around." Practically, that means that the RETURN key has two basic functions

1. Each time you give the computer an instruction, for instance, when you choose a task from a menu, you press RETURN to signal to the computer to act on that instruction. As you've probably noticed already

in working through this module, the computer does not act on your instructions until you press RETURN.

2. When you are entering text (that is, composing a paragraph at the keyboard) you use the RETURN key to skip an extra line or start a new paragraph.

Aside from thse two functions, you should ignore the RETURN key as you type your paper.

SAVING YOUR WORK ON A DISK

You've learned in this session to write a draft of an essay or memo. Once you do write that essay, though, you will want to be able to save it on your disk so that you can work on it again on another day. When it saves your work, the computer will record it on the blank disk you formatted earlier.

1. To save work you should return to the main menu; do so by pressing the ESCAPE key in the upper left corner of the keyboard.

2. Once you see the main menu on the screen, choose the third option, "Saving desktop files to disk." Highlight that option and press RETURN.

3. Next, you will need to tell the computer where to save the file. The appropriate option, the current disk, is already highlighted so just press RETURN.

4. You can hear the disk drive as it whirs and records your text.

MAKING A BACK-UP DISK

Mistakes happen. Machines occasionally malfunction. Protect yourself from possible disasters by making a back-up disk each time you finish a day's work at the word processor.

1. If the file you want to copy isn't on the desktop, put it there now. (You should remember how to get back to the main menu and do this.) Normally, if you make your back-up immediately after a work session, the file you want to copy will already be on the desktop.

2. Take the data disk out of disk drive #2.

3. Put your second disk into the disk drive.

4. Follow the directions given above for saving a file to a disk.

QUITTING THE PROGRAM

1. When you are ready to quit working with the word processor, return to the main menu by pushing the ESCAPE key.

2. Highlight option #6, "Quit."

3. The computer will then ask you if you really want to quit. This question is important since quitting without saving your work on a disk means all your work will be lost.

4. Since you have already saved your work, use the arrow key to highlight "Yes" and press the RETURN key.

5. Your text should disappear from the screen. You may now turn off the equipment and return the Appleworks program to the Circulation Desk.

LESSON 3

ARRANGING THE PAPER ON THE PAGE

While the previous lesson concentrated on composing a paragraph at the computer, in this lesson you will learn to work with a rough draft of a text, arranging it neatly on the page. More specifically, you will learn to do these tasks:

1. Move a file from the disk on the desktop
2. Set margins
3. Center a title
4. Choose single or double spacing
5. Print a hard copy
6. Save changes in a file

GETTING STARTED THE SECOND TIME

This is the way to get started whenever you want to work with an existing file on your disk. Notice that this does not involve formatting the disk.

1. Insert the start-up Appleworks disk in drive #1; turn on the monitor and computer.

2. Once the message on the screen tells you to, take out the start-up disk and put the Appleworks program disk into drive #1. Press RETURN.

3. Put your own data disk into drive #2.

MOVING A FILE FROM DISK TO DESKTOP

Much of this process is similar to what you learned last lesson in putting a file on the desktop.

1. As before, push RETURN to advance the program to the main menu.

2. From the options presented choose the first one, "Adding a file to the desktop." Since your choice is already highlighted, you need only press the RETURN key.

3. On the second page of the menu the program again asks where the file shold be obtained from. Choose the first location, the current disk located in drive #2. Again, your choice is highlighted so press RETURN.

4. After you make the selection, you will see on the screen the contents of your data disk. This disk is often called a catalog. Today, your catalog will probably contain only two entries, the files you created last session. As you do more writing, the list will grow longer. However, wghether it contains one file or ten, you must still tell the computer which file to put on the desktop. Since you want to put the file you created earlier on the desktop, move the band of highlighting to that file and hit the RETURN key. Once you do so, you will hear some machine noises; that is the computer finding the appropriate file on your disk and loading it into memory. Once this process is complete you will see the text you wrote during the last session appear on the screen.

SELECTING SIDE MARGINS

This task, as well as the next three, involves print commands. In making print commands you tell the computer how to arrange the text rather than what that text will be. To do this, you will select from the Options Menu.

1. Before you go to the Options Menu, move the cursor to the beginning of your text. Pushing the OPEN APPLE key and the number 1 simultaneously does this easily. (This is called the Apple Ruler. OPEN APPLE 9 will take you to the end of your file, and the numbers between 0 and 9 will take you to corresponding points in your file.)

2. While depressing the OPEN APPLE key, push the letter O (for options). The bottom half of the screen will be filled with four columns of print options. Relax, you only need to learn the most important ones to get started with Appleworks.

3. Key in LM, which stands for "left margin," and RETURN.

4. Next key in the width you desire for the left margin. This program measures the margins tenths of an inch. For today, key in .8 and RETURN.

5. Now, let's set the right margin.

6. Key in RM (for "Right Margin") and RETURN.

7. Key in the desired setting, let's say 1.2, and RETURN.

Setting margin widths may not be something you will need to do everytime you write a paper because this program has a default mechanism. That means that margins are preset at a standard width, one inch on each side, and the computer will always print your text with these standard margins unless you specify otherwise.

If setting margins were the only print option you needed to make, you would press the ESCAPE key at this time to return to your text. However, today you have a few more options to select, so stay in the options menu.

SETTING TOP AND BOTTOM MARGINS

Setting these margins is similar to setting the left and right margins.

1. Key in TM for "top margin" and RETURN."

2. Specify the number of inches you want the top margin to be. One inch is good for most college papers, so type in 1.0 and RETURN. You will probably always want to specify a top margin of at least an inch, because the computer automatically leaves no top margin.

3. Key in BM for "bottom margin" and RETURN.

4. Tell the computer how deep you want the bottom margin. One inch is also a good choice here, so type in 1.0 and RETURN. If you don't specify a bottom margin, the computer will automatically leave two inches.

CHOOSING SPACING FOR YOUR PAPER

Most college papers are written with double spacing, so let's tell the computer to print your paper that way.

1. Key in DS and RETURN.

2. The default value for spacing in single spacing, so you will need to specify double spacing each time you prepare a new file. As you can see from glancing at the Options Menu, triple spacing is also available if you ever need it.

CENTERING A TITLE

The last print option covered in this lesson is center justifying, abbreviated CN in the Options Menu. While the command for centering a title is simple enough, use of the command can be tricky. Remember these five steps so you don't have problems:

1. Key in CN and RETURN.

2. Use the ESCAPE key to leave the print menu and return to your text.

3. Type your title and RETURN.

4. Return to the Options Menu (OPEN APPLE O) and key in UJ for unjustified. Press RETURN.

5. ESCAPE from the Options Menu a second time.

It's easy to forget steps 4 and 5, but if you do, the entire paper will be centered, not just your title.

Unless you specify otherwise, the text of your paper will be unjustified; that is the right edge will be uneven. This manual, for example, is unjustified. It's also possible to have your text justified, that is, with both the left and right margins even, or center justified, that is, centered on the page with neither edge even. You can see examples of both in the Appleworks Reference Manual.

ESCAPING FROM THE OPTIONS MENU

Notice that the last step you took when learning to center your title was to push the ESCAPE key. That's important. Whenever you finish selecting print options (whether it's just one, or several options), you must escape from the Options Menu before you can do anything else. If you forget to escape from the Options Menu before you begin to type in more text, the computer will beep at you to remind you to escape.

PRINTING A HARD COPY

Once you have entered your text and used print commands to arrange it on the page, you're ready to print it out.

1. Press the OPEN APPLE and P (for print) keys simultaneously.

2. At the bottom of the screen you will see a question asking how much of your file is to be printed. You may choose to print the entire file from the beginning, starting from the page showing on the screen, or from where the cursor is currently located. (Remember you can position the cursor anywhere in your text.)

3. For now, have the computer print the entire file by highlighting "Beginning" and pushing RETURN.

4. The computer will now take you to the print menu and ask you where you want your paper printed. Highlight the EPSON printer and press RETURN.

5. Make sure your printer and Scooter are turned on and that the "on-line" button is glowing green on the printer. If the light is not on, press the button to turn it on.

6. Be sure the paper is aligned correctly in the printer. You should be able to see a small bit of paper just above the silver bar (perhaps an eighth of an inch).

7. When you return to the computer, you should see another question on the screen asking how many copies of your paper you want to have printed. (If you don't see the question, press RETURN and it should show up.) For a single copy, just press the RETURN key. If you want more copies, key in the number you want and then RETURN. The computer will take over at this point.

SAVING CHANGES IN YOUR WORK

Often when you are working with Appleworks, you will create a file one day and make changes, perhaps by adding print commands, the next day. When you save the file, you will usually want to incorporate the changes into the old file. Here's how to do that.

1. Push ESCAPE to return to the main menu.

2. Of the choices presented there, select the third one, "Saving desktop files to the disk."

3. The computer will list the files you currently have on the desktop. Although it is possible to have more than one file on the desktop, you probably have only one file at this time. Since it's already highlighted, press RETURN to complete the selection.

4. The next page of the menu informs you that you've made changes to the file and provides two places to save those changes: choose the first site, the current disk, and RETURN.

5. Appleworks now shows you the last menu page which gives you two ways to save the changes. The first option is to let the new information replace the old. When you select this option, you simply add the changes to your existing file, creating a single, updated file. Occasionally you may want to keep two drafts of a paper separate; to do that, select the second option. Highlight whichever option you want, and press RETURN.

LESSON 4

MAKING MAJOR REVISIONS

In this lesson you will learn to use Appleworks to make major changes in an essay by manipulating entire chunks of text at one time, instead of just adding or deleting single characters or words. Sometimes this is called "cut and paste." These procedures make it relatively simple to delete an entire portion of your paper, to add additional sentences anywhere in the paper, or to rearrange sentences or paragraphs all without retyping your whole paper. These functions take a little more practice to master, but they are well worth your investment in time and energy. Rethinking and revising a paper takes hard work and word processing can't change that. What word processing can help with, by allowing you to "cut and paste," is the tedious job of retyping the revised version. These procedures also allow you to try out several possible revisions quickly and easily.

Here are the major topics for this lesson:

1. Deleting a block of text
2. Moving a word
3. Moving a block of text

DELETING A BLOCK OF TEXT

You already know how to use the delete key to eliminate individual characters. Now you will learn the delete command to deal with an entire passage.

1. Move the cursor to the beginning of the passage you wish to delete.

2. Press the OPEN APPLE and the D (for Delete) keys simultaneously.

3. Move the cursor to to the end of the passage to be deleted. You will notice that the computer highlights the portion to be deleted as you move the cursor.

4. Press RETURN to complete the deletion.

5. If you change your mind you can cancel the delete command by pressing the ESCAPE key before hitting RETURN.

MOVING A WORD OR PASSAGE

You can move a single word or a passage of up to 250 lines with the move command.

1. Move the cursor to the beginning of the word or passage to be moved.

2. Press the OPEN APPLE and M (for Move) keys simultaneously.

3. At the bottom of the screen you will see several possible new locations for the text to be moved. Choose "within document" and RETURN.

4. Move the cursor to the end of the word or passage to be moved.

5. Press RETURN.

6. Now move the cursor to the new location for the passage.

7. As soon as you press RETURN, the text will be moved.

LESSON 5

FINISHING TOUCHES

This lesson deals with several techniques that help you arrange your paper precisely on the page and which can help give it a more polished look. Here are the techniques you'll be learning:

1. Underlinig
2. Indenting
3. Using superscripts
4. Calculating page breaks
5. Page numbering

UNDERLINING

Underlining is just one of five special print techniques that Appleworks makes available to you. Since it is the one you are most likely to need in printing college papers, we'll take a look at it first. If you need the others (bold face lettering, subscripts, and sticky spaces), you can look them up in the Appleworks Reference Manual. You will find the instructions quite similar to those for underlining:

1. Move the cursor to the first letter you want to underline.

2. Push the OPEN APPLE and letter O keys simultaneously to go to the print options menu.

3. Key in UB (for Underline Begin) and RETURN.

4. ESCAPE from the options menu.

5. Type the words you want to underline or move the cursor to the end of the words you want to underline. Be careful here; the underlining will stop one character to the left of the cursor location.

6. Go back to the options menu. (OPEN APPLE - O)

7. Key in UE (for Underline End) and RETURN.

8. ESCAPE once again from the options menu and continue to type your paper.

9. **Warning:** Every time you use a UB, you must follow it with a UE!

INDENTING

When you're typing, indenting typically refers to the practice of leaving five spaces blank at the beginning of a paragraph. By now you have discovered that you can do that simply by pressing the Tab key once before starting a paragraph. However, we do other types of indenting, and they are handled differently on a word processor.

A common example of this type of indenting is seen in this entry from a bibliography:

Johnson, J. J. An Historical Analysis of Literature. New York, N. Y.:
MacMillan, 1984.

The five space indentation in the second line cannot be obtained by using the space bar or the tab key. Instead, you must go to the options menu and use the indent command. Here's how to do it:

1. Go to the options menu.

2. Key in IN (for indent).

3. When the prompt appears on the screen, key in the appropriate number of characters. Five is pretty typical, but check your stylesheet.

4. ESCAPE from the options menu and type in your text. You must not use the RETURN key until you have completed typing one bibliographic entry. Then type the next one and press RETURN again. Repeat this process until you have completed your bibliography.

5. Return to the options menu and cancel the indentation process.

USING SUPERSCRIPTS

The procedure for using superscripts is the same as for underlining; only the commands have changed:

1. Place the cursor on the character to be raised above the line.

2. Go to the options menu.

3. Key in +B to begin the superscript and RETURN.

4. ESCAPE from the options menu.

5. Type in the number of your superscript or, if it is already there, move the cursor to where you want the superscripting to stop. As with underlining, the superscripting will stop one character to the left of the cursor's location.

6. Return to the options menu.

7. Key in +E and RETURN to end superscripting.

8. ESCAPE back to your text.

PAGE NUMBERING

There are a number of ways you can place page numbers on your page. These instructions will show you how to place a single numeral at the center bottom of each page. Later, if you wish to experiment with other placements (upper right corner or center top of the page) or another form (with the word "oage" as weel as the number), you should find it easy enough even without consulting a manual. If not, check the Appleworks Reference Manual).

In page numbering, remember that placing the cursor correctly before you go to the options menu is crucial. If you don't have the cursor in the right page, the page number will not be either.

Here are the steps in page numbering:

1. Position the cursor at the beginning of your file.

2. Go to the options menu.

3. Choose the option "Centered" by keying in CN and press RETURN.

4. Choose the option "Page Footer" by keying in FO and pressing RETURN.

5. Choose the option "Print Page Numbers" by keying in PP and pressing RETURN.

6. ESCAPE from the options menu.

BEGINNING A NEW PAGE

Occasionally, you will want to end a page in the middle and start printing on the next sheet of paper. It's quite simple to send a "form feed" to the printer in those cases:

1. Position the cursor just above the portion of text you wish to begin your new page with.

2. Go to the options menu.

3. Key in NP (for New Page) and RETURN.

4. ESCAPE from the options menu.

USING OPEN APPLE K

This function allows you to calculate how many pages long your file will be and where new pages will begin. It is quite simple to use:

1. Move the cursor to the beginning of the file.

2. Press the OPEN APPLE and K keys simultaneously.

3. When the prompt on the screen indicates, highlight the printer you will be using (normally the Epson) to print your file and press RETURN.

4. Depress the DOWN ARROW key to move the cursor to the end of your file.

On the screen you will see dotted lines indicating the page breaks in your text.

As simple as it is to use. OPEN APPLE K can be helpful in several ways when you are formatting longer, more complex papers. Among other things, it gives you a quick indication of precisely how long your paper is without printing a copy. This is particularly useful when you want to keep a document to one page. If, after calculating the page breaks, you learn that you have overshot the one page target by a few lines, it's easy to remedy the situation, either by tightening the prose a bit or by changing the margins slightly.

CONCLUSION

That's it. With what you have learned in this manual, you should be able to write a paper for almost any course quickly and easily. Remember that what you write still requires careful thought and composition and that the computer can only do what you tell it to do. Ultimately the success of your papers will always depend on the quality of your writing. A word processor can not help with that. What it can do is make it much easier for you to experiment with your prose, to rearrange paragrap{hs, to proofread carefully, to add sentences and phrases -- and all without having to retype a complete paper.

Remember, too, that all you need can be found in the library at the Circulation Desk. You can, if you are a St. Mary's student, check out Appleworks, The Appleworks Reference Manual, and a copy of this brief manual from that desk. Just present your student ID and the circulation staff will get you what you need.

If you have any problems with Appleworks, please feel free to call on one of the Apple coaches, your fellow students, for help.